THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Student Enrollment and Placement
Suite 111
440 North Broad Street
Philadelphia, PA 19130
Ericka L. Washington, Deputy Chief

Date: April 9, 2026

To: All School Leaders and Secretaries

From: Ericka Washington, Deputy Chief

Re: Student Enrollment and Transfer Guidelines during Standardized Testing

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During the dates shown below, student enrollment and transfers should be managed as indicated.

Assessment Type	Date of Assessment	Grade Levels Involved
● PSSA Window	April 20 - May 1, 2026	Grades 3 - 8
● Spring Keystone Testing	May 11 - 22, 2026	Grades 7 - 11

Enrollment Type	Appropriate Action
● New enrollment of students from a non-district school (e.g., charter, parochial, private)	Enroll without delay
● Transfer for students who relocate to another primary residence	Enroll without delay
● Students who experience a change in parental custody and relocate to another primary residence	Enroll without delay
● Students returning from hospitalization or placement programs (e.g., adjudicated youth, Pennypack House and Philadelphia Juvenile Justice Service Center)	Enroll without delay
● Students experiencing homelessness (McKinney-Vento)	Enroll without delay
● Administrative transfers	Placements will only occur on an as-needed basis
● Students who are under DHS care	Enroll without delay; questions should be referred to the Office of Student Rights and Responsibilities
● Students who receive disciplinary action	All cases will be evaluated by the Office of Student Rights and Responsibilities

If you have any questions, contact the Office of Student Enrollment and Placement at 215-400-4290 or at osep@philasd.org. Thank you